

## **Checklist – Converting an Initial Practitioner License Under Rules 2002**

### **BUILDING LEVEL ADMINISTRATOR ONLY**

- Complete the entire application for Indiana Teaching, Administration or School Services License: [State Form 9331](#)
- Answer Criminal History question 1-3. Sign your name verifying that this information and application are accurate.
- Attach a \$35.00 money order or cashier's check made out to the State of Indiana.
- Include your original Initial Practitioner license.
- Complete and submit the [Individual Development Plan Summary Form](#).
- Include a copy of your printed ISLA scores.
- Include official university transcripts if higher degree has been earned prior to application for renewal.
- Submit all materials to the Office of Educator Licensing and Development.
- Return the checklist with your application.

Mail the completed forms to:

Office of Educator Licensing and Development  
151 W. Ohio Street  
Indianapolis, IN 46204-2798